

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: January 6, 2016**

**Closing Date: January 13, 2016**

**ADMINISTRATIVE SPECIALIST II, (Pay Grade 8)  
Criminal Division, Sex Crimes Unit, New Castle County**

**Job Responsibilities and Duties:**

The secretary in this Administrative Specialist II position provides secretarial support to Deputy Attorneys General and the Paralegals working within the Sex Crimes Unit in the Criminal Division in New Castle County. The secretary sets up and maintains case files. The secretary types letters and other various legal documents. The secretary runs criminal background checks and types petitions, informations, indictments, briefs and memos. The secretary will also run and request police reports, answer discovery, close files, maintain the filing cabinets, and collates and manages busy weekly calendars. The secretary will prepare all enclosures including media format for any legal filings. Standard memos need to be prepared to Court personnel and Public Defenders offices. The secretary is required to keep a time log which tracks reports up to date. The secretary will also be responsible for assistance in the maintenance of the unit intake schedule and Children's Advocacy interview schedule. The secretary will also have interaction with defendants, investigators, attorneys, court staff and other outside State agencies during case preparation and completion. In addition, the secretary manages a high volume of telephone calls and will be part of a rotation schedule for the seventh floor main Criminal Division Receptionist telephones (and any other Criminal Division administrative staff coverage needs).

**Minimum Qualifications:**

Must be detail-oriented, well-organized, and proficient in Microsoft Word office suite. Must possess excellent spelling, grammar and proofreading skills. Must possess excellent verbal and written communication skills. Must be able to multi-task in a fast-paced environment.

**Internal Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.

**External Applicants:** If you are interested in being considered for this Administrative Specialist position, please submit a Resume and State Application to Human Resources, Delaware Department of Justice, Carvel State Building, 6<sup>th</sup> Floor, 820 N. French Street, Wilmington, DE 19801, or E-mail to [DOJHR@state.de.us](mailto:DOJHR@state.de.us) or Fax to 302-577-5866. EOE.